

Chapter 1-06 WAC

PUBLIC RECORDS

WAC

1-06-010	Purpose.
1-06-020	Definitions.
1-06-030	Description of central and field organization.
1-06-050	Public records available.
1-06-060	Public records officer.
1-06-070	Office hours.
1-06-080	Requests for public records.
1-06-082	Responses to public records requests.
1-06-084	Notice of availability.
1-06-086	Viewing appointments.
1-06-090	Copying of public records.
1-06-095	Closing public records requests.
1-06-100	Exemptions.
1-06-110	Review of denials of public records request.
1-06-130	Records index.
1-06-140	Public records address.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

1-06-040	Operations and procedures. [Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. WSR 00-18-001, § 1-06-040, filed 8/23/00, effective 12/31/00. Statutory Authority: RCW 1.08.110, 34.05.-220 and 34.05.250. WSR 91-10-010, § 1-06-040, filed 4/19/91, effective 5/20/91; Order 8, § 1-06-040, filed 9/25/74, effective 10/25/74.] Repealed by WSR 17-24-026, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304.
1-06-120	Protection of public records. [Order 8, § 1-06-120, filed 9/25/74, effective 10/25/74.] Repealed by WSR 17-24-026, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304.
1-06-150	Adoption of form. [Order 8, § 1-06-150, filed 9/25/74, effective 10/25/74.] Repealed by WSR 78-06-011 (Order 18), filed 5/10/78. Statutory Authority: RCW 42.17.250 and 42.17.300.
1-06-160	Request for public record—Form. [Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-160, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. WSR 00-18-001, § 1-06-160, filed 8/23/00, effective 12/31/00. Statutory Authority: RCW 42.17.250 and 42.17.300. WSR 78-06-011 (Order 18), § 1-06-160, filed 5/10/78.] Repealed by WSR 17-24-026, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304.
1-06-900	Appendix A—Request for public records. [Order 8, Appendix A (codified as WAC 1-06-900), filed 9/25/74, effective 10/25/74.] Repealed by WSR 78-06-011 (Order 18), filed 5/10/78. Statutory Authority: RCW 42.17.250 and 42.17.300.

WAC 1-06-010 Purpose. The purpose of this chapter is to ensure compliance by the statute law committee and the office of the code reviser with the provisions of chapter 42.56 RCW, the Public Records Act. The agency adopts these rules and regulations so as to provide fullest assistance to inquirers and full public access to the agency's public records while protecting those records from damage or disorganization, preventing excessive interference with other essential agency functions, and not unreasonably disrupting agency operations.

(11/28/17)

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-010, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-010, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. WSR 00-18-001, § 1-06-010, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-010, filed 9/25/74, effective 10/25/74.]

WAC 1-06-020 Definitions. The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Agency" means the committee, the code reviser, the office of the code reviser, and the staff and employees thereof.

(2) "Business days" are weekdays, Monday through Friday, excluding state legal holidays.

(3) "Code reviser" means the code reviser employed by the committee pursuant to RCW 1.08.011.

(4) "Committee" means the statute law committee created pursuant to chapter 1.08 RCW.

(5) "Public record" and "writing" have the meanings given in RCW 42.56.010.

(6) "Public Records Act" means chapter 42.56 RCW.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-020, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.-001, and Executive Order 97-2. WSR 06-16-019, § 1-06-020, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-020, filed 9/25/74, effective 10/25/74.]

WAC 1-06-030 Description of central and field organization. (1) The committee consists of eleven members. The committee employs a code reviser, who serves as its secretary, employs necessary staff for the office of the code reviser, and manages the daily operations of the office of the code reviser.

(2) Among the primary responsibilities of the agency is the duty to periodically codify, index, and publish the *Revised Code of Washington* and to revise, correct, and harmonize the statutes by means of administrative or suggested legislative action as may be appropriate. The agency is also the official bill drafting arm of the legislature and its various committees, and prepares for the legislature all bills, memorials, resolutions, amendments, and conference reports, which activities are pursued on a nonpartisan, professional, lawyer-client, confidential basis under RCW 1.08.027. The agency also produces the legislative digest and history of bills. Immediately following each session of the legislature, the committee indexes and publishes the session laws. The committee administers chapter 34.05 RCW, the Administrative Procedure Act, serving as official repository for the rules of the various state agencies and the institutions of higher education, and creating and publishing the *Washington Administrative Code* and the *Washington State Register*.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-030, filed 11/28/17,

effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-030, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. WSR 00-18-001, § 1-06-030, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-030, filed 9/25/74, effective 10/25/74.]

WAC 1-06-050 Public records available. All public records of the agency are available for public inspection and copying pursuant to this chapter, except as otherwise provided by law.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-050, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-050, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-050, filed 9/25/74, effective 10/25/74.]

WAC 1-06-060 Public records officer. The agency's public records are in the charge of the public records officer designated by the code reviser. The public records officer is responsible for the following: The implementation of the agency's rules and regulations regarding release of public records, coordinating the staff of the agency in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of the Public Records Act. The public records officer may be contacted as described in WAC 1-06-140.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-060, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-060, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-060, filed 9/25/74, effective 10/25/74.]

WAC 1-06-070 Office hours. Public records are available for inspection and copying by appointment only, as described in WAC 1-06-086. Appointments may only be scheduled during the customary office hours of the agency. For the purposes of this chapter, the customary office hours of the agency are from 8:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-070, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110 and 34.05.385. WSR 09-14-023, § 1-06-070, filed 6/23/09, effective 8/1/09. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-070, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-070, filed 9/25/74, effective 10/25/74.]

WAC 1-06-080 Requests for public records. All requests under the Public Records Act to inspect or copy public records of the agency must be written and directed to the agency public records officer at the email address, street address, or facsimile number set forth in WAC 1-06-140. Requests may also be physically delivered to the front desk of the office of the code reviser during normal business hours. Each request must include:

- (1) The requestor's name, email address or street address, and telephone number;
- (2) A request for identifiable public records; and
- (3) An indication that the request is made pursuant to the Public Records Act.

[Ch. 1-06 WAC p. 2]

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-080, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-080, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-080, filed 9/25/74, effective 10/25/74.]

WAC 1-06-082 Responses to public records requests.

(1) **Generally.** The agency will respond to public records requests in the manner prescribed by the Public Records Act.

(2) **Priority of requests.** The agency will generally handle requests in the order in which they are received. However, the agency will modify this approach, to the extent it deems necessary, to ensure that requests which seek larger volumes of records, require closer review, or are otherwise more complicated or time consuming, do not unreasonably delay simpler, more routine requests.

(3) **Installments.** The agency may provide records on an installment basis as provided in the Public Records Act. For purposes of WAC 1-06-084 through 1-06-090 each installment of records is treated as a separate public records request, unless otherwise specified.

(4) **Customized electronic access.** Where the agency deems it appropriate, the agency may choose to provide customized electronic access to public records. However, any requestor seeking such customized electronic access must pay, in advance, for agency staff time and any other direct costs related to providing such customized electronic access. Because the agency maintains electronic records in a very wide variety of formats, the viability of providing this service is evaluated on a case-by-case basis.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-082, filed 11/28/17, effective 12/29/17.]

WAC 1-06-084 Notice of availability. (1) **Generally.**

Once records responsive to a request, or any installment thereof, have been located, assembled, reviewed, and prepared for release, and any affected third persons or agencies notified, the agency will promptly notify the requestor that those records are available for inspection or copying.

(2) **Statement of copying, mailing, or other costs.** The notice of availability will state any costs for obtaining a copy of the records, the costs for having a copy mailed to the requestor, and any other allowable costs under WAC 1-06-090 or the Public Records Act.

(3) **Response to notice of availability.** Upon receipt of a notice of availability, the requestor may inspect the records by:

(a) Scheduling a viewing appointment as provided under WAC 1-06-086;

(b) Requesting that a copy of the requested records be held for pickup at the agency office, subject to payment of any copying or other charges; or

(c) Requesting that a copy of the requested records be sent to the requestor, subject to payment of any copying or other charges.

(4) **Failure to respond to notice of availability.** If, within ten business days of issuance of a notice of availability, the requestor fails to claim the records, or any installment thereof, by either scheduling a viewing appointment or requesting copies and making any required payment, the

agency may consider the request closed. In such case, the agency may cease locating, assembling, reviewing, or otherwise processing any remaining records, and it may dispose of any records made available as provided under WAC 1-06-095.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-084, filed 11/28/17, effective 12/29/17.]

WAC 1-06-086 Viewing appointments. (1) **No fee.** No fee is charged for inspecting records at the agency's office.

(2) **By appointment only.** In-office inspections are by appointment only. In-office inspections must be scheduled in advance by contacting the agency as provided in WAC 1-06-140.

(3) **Protection of public records.** Access to records during viewing appointments is restricted to the viewing area designated by the agency. No document may be physically removed by a member of the public from the viewing area for any reason whatsoever; nor may any member of the public who is viewing documents disassemble, deface, or cause the disorganization of any record for any reason whatsoever. An agency staff member may observe any inspection to ensure that records are not disorganized, defaced, or otherwise harmed. Records furnished must be returned in the same file sequence or organization as when furnished. Boisterous or otherwise disruptive conduct during viewing appointments is not permitted.

(4) **Identification of records reviewed.** At the end of each viewing appointment, the requestor shall identify to agency staff those records reviewed during the appointment. If any records remain to be reviewed, another viewing appointment must be scheduled at that time. Reviewed records, or remaining records for which no further viewing appointment has been scheduled, are subject to disposition as provided under WAC 1-06-095.

(5) **Obtaining copies at viewing appointments.** At the end of each viewing appointment, the requestor shall identify to agency staff any records he or she would like copied. Agency staff will arrange to provide such copies in as timely a manner as possible in view of all circumstances, including the volume of copies requested, any pending copying requests, time of day, staff resources, and any other relevant considerations. Records identified for copying during viewing appointments are subject to prepayment of any copying or other costs in accordance with WAC 1-06-090.

(6) **Failure to attend a scheduled viewing appointment.** A requestor who fails to attend a scheduled viewing appointment must call the agency within ten business days to reschedule the missed appointment. Unless otherwise permitted by the agency, a viewing appointment may not be rescheduled more than two times. If a requestor fails to reschedule a missed viewing appointment within ten business days or has already rescheduled the appointment two times, the agency may consider the request closed and may dispose of any records or copies made available in accordance with WAC 1-06-095.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-086, filed 11/28/17, effective 12/29/17.]

(11/28/17)

WAC 1-06-090 Copying of public records. (1) **Copying facilities available.** Subject to payment of copying and other charges, facilities will be made available to requestors for the copying of public records as set forth under WAC 1-06-086, except when and to the extent that this would unreasonably disrupt the operations of the agency.

(2) **Copying costs.** In accordance with RCW 42.56.070 (7) and 42.56.120, the agency may charge fees for providing copies of public records. The agency has determined that calculating the actual costs for providing copies would be unduly burdensome. This determination is based on the large number of factors involved in calculating the actual cost and the frequency with which these factors change. The agency does not currently have accurate data regarding these factors, nor does it have the resources or appropriated funds to conduct an actual cost study. The agency cannot divert resources away from other critical agency programs in order to perform such a cost study. Additionally, such a study would likely need to be repeated on a regular basis. Therefore, the agency adopts the schedule of fees provided in RCW 42.56.120(2).

(3) **Other costs.** The agency may charge for nonpaper media (for example, without limitation, compact disks (CDs), digital versatile disks (DVDs), audiotape, or videotape) used to provide copies, packaging, postage, or other charges as allowed by law. Such charges will not exceed the amount necessary to reimburse the agency for actual costs.

(4) **Deposits.** The agency may require a ten percent deposit on copying or other charges. Any required deposit must be paid before the request is processed.

(5) **Prepayment.** The agency will not release any requested copies of public records unless and until the requestor has paid all copying and other charges. If payment is not received by the agency within fifteen business days of issuance of the agency's notice of availability, the agency may consider the request closed, and any records or copies responsive to such request are subject to disposition as provided under WAC 1-06-095.

(6) **Waiver.** The agency, in its sole discretion, may waive any fee assessed for providing copies of public records whenever the agency determines that collection of the fee would be contrary to the agency's mission or would not be in the public interest.

(7) **Customized publications.** The agency maintains a separate fee schedule for use with requests that seek creation of a customized publication or compilation. Because these requests seek creation of a new record, they are outside the scope of this chapter and chapter 42.56 RCW.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-090, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 42.56.040 and 42.56.120. WSR 06-17-010, § 1-06-090, filed 8/4/06, effective 9/4/06. Statutory Authority: RCW 42.17.250 and 42.17.300. WSR 78-08-010 (Order 19), § 1-06-090, filed 7/11/78; Order 8, § 1-06-090, filed 9/25/74, effective 10/25/74.]

WAC 1-06-095 Closing public records requests. (1) **Generally.** Once the requestor has inspected or been provided with copies of the records made available in response to his or her request, that request is closed. However, with respect to any installment of records other than the final installment, the foregoing applies only to that installment and

[Ch. 1-06 WAC p. 3]

not the entire request, unless otherwise provided in this chapter.

(2) **Other closing events.** A request may also be closed:

(a) If a requestor does not respond to a request for clarification or otherwise fails to clarify within ten business days;

(b) If the requestor fails to make a required deposit or payment for requested copies as provided under WAC 1-06-090;

(c) If the requestor fails to respond to a notice of availability as provided under WAC 1-06-084;

(d) If all records identified in any notice of availability, including a notice with respect to an installment of records, have not been inspected, paid for, or picked up within fifteen business days of issuance of such notice of availability; or

(e) As otherwise provided by this chapter or by law.

(3) **Disposition of records upon closing.** Upon the closing of a request, originals of any records assembled in response to the request will be refiled, and any copies of records may be destroyed.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-095, filed 11/28/17, effective 12/29/17.]

WAC 1-06-100 Exemptions. (1) **Generally.** Chapter 42.56 RCW, and other applicable law, provide that certain public records are exempt from public inspection and copying. For informational purposes only, the agency lists the following laws that are believed to exempt or prohibit disclosure of specific information or records of the agency:

(a) RCW 1.08.027 exempts or prohibits disclosure of certain records related to the bill drafting functions of the agency. This includes any file or writing in the office of the code reviser created in connection with a request for preparation of legislation or research thereon.

(b) RCW 5.60.060 (2)(a) exempts or prohibits disclosure of certain records relating to communication between an attorney and his or her client.

(c) RCW 44.68.060(2) may exempt or prohibit disclosure of certain records placed or maintained in the legislative service center by the agency. RCW 44.68.060(3) exempts or prohibits disclosure of certain bill drafting records placed or maintained in the legislative service center by the agency.

(2) **Identification of exemptions.** All denials of requests for public records will be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the records withheld.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-100, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2. WSR 06-16-019, § 1-06-100, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-100, filed 9/25/74, effective 10/25/74.]

WAC 1-06-110 Review of denials of public records request. (1) **Petition for review.** Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review to the public records officer. The written request must specifically refer to the written statement by the

public records officer or other staff member which constituted or accompanied the denial.

(2) **Response to petition.** Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request will refer the request for review to the code reviser or his or her designee. The code reviser or designee will immediately consider the matter and either affirm or reverse such denial within two business days following receipt of the written request for review of the denial.

(3) **Exhaustion of administrative remedies.** Administrative remedies are not exhausted until the agency has returned the petition with a decision or until the close of the second full business day following receipt of the written request for review of the denial, whichever occurs first.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-110, filed 11/28/17, effective 12/29/17; Order 8, § 1-06-110, filed 9/25/74, effective 10/25/74.]

WAC 1-06-130 Records index. (1) A chronological index is maintained providing identifying information as to all governmental records that are deemed by the agency to fall within the purview of RCW 42.56.070(5).

(2) The current index promulgated by the agency is available to all persons under the same rules and on the same conditions as are applied to public records available for inspection and copying.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-130, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.-001, and Executive Order 97-2. WSR 06-16-019, § 1-06-130, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.-385, and 34.08.030. WSR 00-18-001, § 1-06-130, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-130, filed 9/25/74, effective 10/25/74.]

WAC 1-06-140 Public records address. The agency's public records officer may be contacted at the following mailing address, telephone number, or email address:

Public Records Officer
Office of the Code Reviser
P.O. Box 40551
Olympia, WA 98504-0551
Telephone: 360-786-6777
Facsimile: 360-786-1471
Email: CodeRev.WA@leg.wa.gov

The agency's web site is at <http://leg.wa.gov/CodeReviser/>.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, 42.56.520 and 2017 c 304. WSR 17-24-026, § 1-06-140, filed 11/28/17, effective 12/29/17. Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.-001, and Executive Order 97-2. WSR 06-16-019, § 1-06-140, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.-385, and 34.08.030. WSR 00-18-001, § 1-06-140, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-140, filed 9/25/74, effective 10/25/74.]